

Joint Legislative Budget Committee

Position Announcement Openings for

**Fiscal Analyst
Assistant Fiscal Analyst
Economist**

Overview

The office of the Joint Legislative Budget Committee provides a full range of fiscal and program analysis for the Arizona State Legislature. We currently have an opening for either a fiscal analyst or an economist position. We seek individuals who have a Master's degree in Economics, Public Policy Analysis, Public Administration, Business Administration or a related field.

We also have an opening for an assistant fiscal analyst, which requires a Bachelor's degree. While experience in economics, political science or a related field may give you more background, it is not necessary for the assistant fiscal analyst position.

We offer a challenging work environment. A National Conference of State Legislatures study found that "the Arizona State budget process is more controlled by the Legislature than that of almost any other state. The legislative process in Arizona places as demanding a workload and as heavy a responsibility for analysis upon the JLBC staff as that of legislative fiscal staff in any other state." Examples of our work product can be found at <http://www.azleg.gov/jlbc.htm>.

A description of the fiscal analyst and economist positions follows. We offer competitive salaries and benefits.

Applicants should send an electronic letter of introduction with a resume to jlbcwebmaster@azleg.gov. If you are currently outside the state, your letter of introduction should address your interest in relocating to Arizona.

Applications will be accepted until the positions are filled.

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Joint Legislative Budget Committee

FISCAL ANALYST ASSISTANT FISCAL ANALYST

Characteristics of the Position

As part of an overall 30-person organization, the JLBC Staff employs fiscal analysts in pursuit of its mission. Each of these individuals is responsible for particular agencies of state government and performs the following core functions:

- Analyze agency budget requests and make recommendations on proposed spending levels.
- Testify during Appropriations Committee hearings of the Arizona House of Representatives and Senate.
- Work with the Appropriations Committee members in their development of the state budget.
- Draft all applicable legislation to implement the state budget.
- Review and analyze other legislation with fiscal implications and prepare fiscal impact statements of such legislation, as requested by members of the Legislature.
- Monitor implementation of agency budgets and provide advice and counsel to agency officials regarding legislative intent. Visit assigned agencies to meet with department personnel and their budget staff to discuss both budgetary and operational matters.
- Serve as a general resource to the Legislature on their assigned budgets and make suggestions for improving the efficiency and effectiveness of state government.

Minimum Qualifications

- Possess a Master's degree in Public Policy Analysis, Public Administration, Economics, Business Administration or a related field for a fiscal analyst position. Work experience may substitute for a Master's degree.
- Possess a Bachelor's degree for an assistant fiscal analyst position.
- Display an ability for working with numbers and fiscal analysis.
- Write clearly and concisely.



Joint Legislative Budget Committee

ECONOMIST

Characteristics of the Position

As part of an overall 30-person organization, the JLBC Staff employs economists in pursuit of its mission. Each of these individuals is responsible for revenue forecasting, tax analysis and economic analysis relating to particular state revenue sources. Economists perform the following core functions for each of their assigned responsibilities:

- Prepare the JLBC Staff's periodic forecasts of state revenue along with explanatory materials.
- Monitor monthly revenue collections as part of a monthly publication to the Legislature on the status of the forecast.
- Analyze tax and economic issues for the Legislature. Be knowledgeable of current state of Arizona and national economies with particular emphasis on potential impacts on Arizona revenue collections.
- Review and analyze legislation with fiscal implications and prepare fiscal impact statements of such legislation, as requested by members of the Legislature.
- Provide staff support, including testimony, to the members of the House of Representatives Ways and Means Committee and the Senate Finance Committee in their development of tax legislation.

Minimum Qualifications

- Possess a Master's degree in Public Policy Analysis, Public Administration, Economics, Business Administration or a related field.
- Provide accurate forecasts of state revenues, utilizing their knowledge of economics, econometrics and statistics.
- Display an ability for working with numbers and economic analysis.
- Write clearly and concisely.

